

King, Valerie A.


Entered 04-18-01

From: Rapkewitz, Barbara
Sent: Wednesday, April 11, 2001 7:20 AM
To: King, Valerie A.
Subject: RE: Milestone Status Report 3/2 - 4/1

Dear Valerie:

Please find attached the updated milestone status report of INBIFO projects for the period 3/2/01 - 4/1/01.

Best regards,
Barbara


INBIFO MILESTONE
STATUS 3-2 _ ...

-----Original Message-----

From: King, Valerie A.
Sent: Thursday, April 05, 2001 3:38 PM
To: Davies, Bruce D.; Gaworski, Charles L.; Hirnikel, Daniel J.; Kinser, Robin D.; Lau, Raymond W.;
McKinney, Willie J.; Nixon, Gerry M.; Roethig, Hans-Juergen; Sanders, Edward; Schorp, Matthias;
Werley, Michael S.; Rapkewitz, Barbara
Subject: Milestone Status Report 3/2 - 4/1

Attached please find the milestone status report for the period 3/2/01 - 4/1/01. This attachment contains those project milestones due to be completed between 3/2 and 4/1.

In lieu of "reporting by exception," Rick's staff has requested that project leaders respond to me on the status of their milestone(s) whether they were completed or delayed. In light of this request, I will need from you by noon on Thursday, April 12:

- 1) Completed milestone(s): Provide confirmation of that status. If there are any comments you would like included in my summary report to Rick's staff, provide those as well.
- 2) Missed/delayed milestone(s): Provide a new target date for the missed milestone and a brief but specific explanation of why the milestone was not met.

Milestones for which I do not receive any feedback will be indicated as "No response."

Keep in mind that if a delayed milestone is causing other target dates in your project to slip, you should provide me with revised dates for those milestones as well. You can include that in your response to this email or provide that information to me separately.

Let me know if any questions.

Thanks,
Valerie

<< File: Milestone status 3-2 _ 4-1.xls >>